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ABSTRACT

This book, which is intended as a resource for individuals and organizations involved in adult and community education, presents guidelines and activities to assist in enhancing organizational effectiveness in adult and community education. The following are among the topics discussed: (1) experiencing professional and organizational development (linking professional development to organizational development, a process model of experiential learning); (2) implementing strategic planning (the strategic planning process, getting organized and gaining commitment, assessing internal assets and liabilities, making decisions to identify future directions, analyzing organizational dynamics); (3) writing grant proposals and securing funding (idea development, funding sources, proposal development); (4) enhancing leadership skills (the evolution of current theories of leadership, developing leadership skills in adult and community education); (5) planning and implementing effective programs (program planning wheels); (6) resolving the community dilemma and fostering agency cooperation (underlying assumptions for communities, a cyclic process model for developing strategies); (7) managing volunteers (understanding why people volunteer, working with volunteers, recruiting and training volunteers, retaining volunteers); and (8) continuing professional and organizational development (building blocks of effective adult and community educators, assessing strengths and weaknesses). Fourteen tables, figures, and boxes and

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14 experiential learning activities are included. The bibliography lists 129 references. (MN)

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